

March Technology Class Descriptions

South County

Technology - Facebook for Beginners

With over a billion - that's 1,000 million! - users, Facebook is easily the most popular social media today. It's also free, fun, and a great way to stay in touch with people around the country and the world. Let us help you get started. After learning your way around, we'll show you how to edit your profile, post pictures and comments, find friends and handle friend requests, control privacy and other background settings, send and check messages, play games, and use chat and apps. Whew! *Pre-requisites: Please have your Facebook account set up before coming to class. If you need help with this, please come to class 30 minutes early for assistance. A working email address (please know your username and password) is necessary to set up your Facebook account. Also, a basic understanding of computers is a must!*

Technology - No Fear Windows 8

If you haven't mastered the latest Windows operating system, this class will help you understand the new components of Windows 8.1 and show you where to find the features you're used to from previous versions. *Prerequisites: Familiarity with Windows, basic computer and Internet skills, bring your laptop or tablet with Windows 8 to class for hands-on learning. Computers will not be provided for this class.*

Glenvar

Excel 2013: Just the Basics

Excel has become a cornerstone program for the workplace, and you don't want to be left behind. This course will get you up and running. Here you'll learn about the Excel interface, entering and editing data, managing worksheets, basic formulas, AutoSum, sorting and filtering, and printing your final creation. *Prerequisite: Basic understanding of computers.*

Excel 2013: Advanced

In this course we'll delve into some of Excel's more popular and useful advanced features. These include the functions wizard (including a tutorial on VLOOKUP, INDEX, and MATCH functions for database lookups), charts, pivot tables, data validation, what-if analysis, and more. *Prerequisite: Basic understanding of Excel.*

Impressive Presentations with Prezi

Tired of using the same old presentation program? Try Prezi, easy-to-use, cloud-based presentation software. Create and show great-looking presentations from any browser or from your iPad or iPhone. (This class will use the free version of Prezi.) *Prerequisite: Intermediate computer and Internet skills.*

Hollins

Devices Q&A (FREE!)

Bring your laptops, phones, eReaders and any other devices for a FREE question and answer session to get tips, pointers, and/or help with learning to use the equipment, or for assistance with general troubleshooting.

Excel I

An introduction to spreadsheets using Microsoft Excel 2013. This is the latest version of Excel. In this class, we will cover the basic features of Excel 2013 including entering data, formatting cells and performing basic mathematical calculations and functions using a worksheet. *Prerequisite: Word II or comparable skill level.*

Excel II

A continuation of spreadsheets with Microsoft Excel 2013. In this class, we will cover more complex functions in Excel, including customizing a worksheet, incorporating headers and footers, grouping and linking spreadsheets, using the function wizard and inserting charts and page breaks. *Prerequisite: Excel I or comparable skill level.*

Climbing Your Family Tree

Discover many different online sources for uncovering information about your ancestors. *Prerequisite: Working knowledge of the mouse, keyboard, and a basic knowledge of the Internet.*